



## BUILDING ACCESS CONTROL POLICIES AND PROCEDURES

### PURPOSE

This policy establishes standards for authorized access and control of County Facilities as well as optimal security for buildings and personnel. Physical locks and key/building access card control management are fundamentals of security. No locking system is better than key/building access card control when maintained and used appropriately.

In order to provide as much protection as possible for the security of our employees as well as our property, certain items such as keys to the building and access cards will be issued only to those employees whose responsibilities require them.

### POLICY

#### LOCKING SYSTEM DEFINED

The Grand Traverse County locking system shall include all locking devices including exterior gate and door locks, interior area locks and keys, combination devices and all other locking devices including padlocks and electronic card access devices. All above components are the property of Grand Traverse County.

#### ADMINISTRATION OF THE LOCKING SYSTEM

Facilities Management is authorized to establish and administer regulations and procedures in order to provide physical security to Grand Traverse County Facilities and its occupants.

#### CONTROL OF LOCKING DEVICES

1. Facilities Management shall be responsible for the distribution, maintenance and repair of the Grand Traverse County lock system including the issuing of keys/building access cards, key/card control record keeping and lock change authorization.
2. Only Facilities Management staff is authorized to install, alter or remove locks on any Grand Traverse County property.
3. Individual door keys will be issued whenever possible in lieu of sub-master, master or grand master keys.
4. All keys/building access cards shall remain the property of Grand Traverse County and the privilege may be terminated, altered, or withdrawn at any time.
5. Every employee is responsible for maintaining the security of County-owned facilities and property.
6. Keys shall be furnished upon request when available; but the issuance, control and recovery shall be the responsibility of the authorizing Department Head, Judge or Elected Official.

7. Duplication of keys by anyone other than Grand Traverse County Facilities Management is prohibited.
8. Any unauthorized use of keys/building access cards or violation of this policy and procedure may result in disciplinary action, up to and including, discharge.
9. Keys to Grand Traverse County owned cabinets, lockers, desks, drawers, etc. are not covered under this policy and are considered the responsibility of each Department Head, Judge or Elected Official.

## **PROCEDURES**

### **Key/Building Access Card Control**

1. Department Heads, Judges and Elected Officials shall be the only personnel authorized to request keys/building access cards or lock changes within their respective departments.
2. The distribution and usage of the keys/building access cards will be prioritized based on employee/patron security and issued only after a real need has been demonstrated and not for the sake of convenience or status.

### **Key/Building Access Card Responsibilities**

1. No employee may loan or transfer a key/building access card to any other individual.
2. Employees may not duplicate, cause to be duplicated, or possess an unauthorized County key/building access card.
3. Recipients of Grand Traverse County keys/building access cards will be responsible for their safekeeping and at no time should they be left unattended.

### **Requesting Key or Building Access Cards**

1. The Department Head, Judge or Elected Official will complete and sign the Key/Building Access Request Form. Key/Building Access Request Forms are available on the County intranet – under Facilities Management/Forms or can be obtained directly from Facilities Management.
2. Facilities Management will verify the requestor's authority over the area. The appropriate access doors will be activated and the authorized key(s) will be made.
3. Facilities Management will return the request form to the authorizing Department Head, Judge or Elected Official with the issued key/building access card for employee signature of acceptance.
4. Original signed Key/Building Access Request Forms shall be returned to Facilities Management for record-keeping purposes. Authorizing Department Head, Judge or Elected Official shall keep a copy for their records.
5. No person shall be issued multiple keys for the same area.
6. In the event of a denial of issuance of keys/building access cards, requests can be appealed by submission of the Key/Building Access Request to the County Administrator.
7. Under special circumstances, contracted vendors/contractors needing access to portions of Grand Traverse County facilities may be issued keys/building access cards when necessary. Background checks shall be performed by Facilities Management prior to the issuance of keys/building access cards. Facilities

Management shall be solely responsible for the issuance and retrieval of keys/building access cards and will notify the County Administrator when access is granted and terminated.

### Replacing Key/Building Access Cards

1. In the event of a lost, misplaced, stolen, or damaged key/building access card, the employee is expected to notify their Department Head, Judge or Elected Official who will then notify Facilities Management. A new Key/Building Access Request Form must be submitted by the Department Head, Judge or Elected Official indicating nature of replacement request.
2. Damaged or broken keys/building access cards must be presented at the time of replacement.

### Key/Building Card Access Recovery

1. All keys/building access cards shall be surrendered to the Department Head, Judge or Elected Official upon employee's transfer, extended leave, or separation of employment from Grand Traverse County. It is the Department Head, Judge or Elected Official's responsibility to return all keys/building access cards to Facilities Management.
2. Department Heads, Judges and Elected Officials should maintain an internal control inventory list to assist them in the retrieval process.
3. In exigent circumstances, the Department Head, Judge or Elected Official should contact Facilities Management immediately.
4. In the event that a first-line recovery is not possible, the Department Head, Judge or Elected Official should notify Human Resources in a second-line attempt to recover keys/building access cards during the employees exit interview.
5. Human Resources shall notify the County Administrator, Facilities Management and the pertinent Department Head, Judge, or Elected Official indicating transfer, extended leave, or separation of employment.
6. Upon notification, building access cards will immediately be deactivated by Facilities Management.

### Inventory/Audit

1. An annual inventory of issued keys/building access cards will be conducted by Facilities Management. Once a year in March, each Department Head, Judge or Elected Official will be provided with a list of employee's and their assigned keys/building access cards to certify the accuracy and continued relevancy of the list. Facilities Management shall be informed by the Department Head, Judge or Elected Official of any changes or discrepancies for inventory adjustment.
2. Current copy of inventory will be maintained in County Administrator's office.

**1.12.10**